

It's Your Time Manage It!

Office of Student Rights & Responsibilities



In cooperation with:

the Office of Human Resources

Managing Time

There are 168 hours in every week. How are you spending yours?



Sleeping
Going to the Gym
Getting ready for class
Working on campus
Shopping for groceries
Caring for family members
Going out with friends
Cultivating a relationship
Meeting new people

Volunteering
Going to class
Studying for tests
Doing library research
Taking a nap
Exercising
Catching up!
Commuting
Getting around campus

Playing an instrument
Trying to unwind
Attending events on campus
Helping a friend
Checking email
Revising your essay
Getting coffee
Chatting with friends
Keeping in touch with family

How Does Everything Get Done!!

Time Management Myths

It takes all the fun out of life!



Time management? I work better under pressure.



No matter what I do, I won't have enough time!



Time management is nothing but common sense. I do well in school, so I must be managing my time effectively.



Time is a Non Renewable Resource



Once it is gone, it is gone.

You will never see this moment again.



The LT Factor . . .

Students spend*:



- On average TWICE as much time on leisure activities as on studying on weekdays.
- On average FOUR TIMES as much time on leisure activities as on studying.

*Fordham University Study







What's your "LQ"?

(Leisure Quotient)

Sometimes we just don't realize how much time we spent in non productive ways.

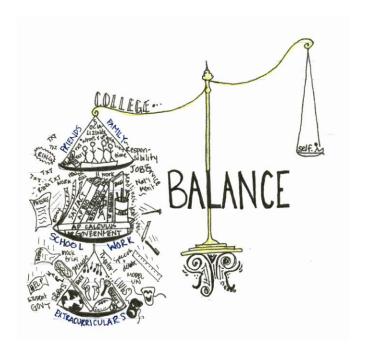


- Here are some examples of leisure:
 - Visiting between classes
 - Listening to CD's
 - Watching tv
 - Daydreaming
- What others can you think of?



Most of the time we struggle to create a balance between:

- Our Needs
 - Eating, sleeping, personal hygiene, etc.
- Our Desires
 - Socializing, concerts, vacations, reading, exercising, shopping, TV/video games
- Our Obligations
 - Attending classes
 - Studying
 - Work
 - Promises to others
 - Co-curricular activities





Find Your Balance

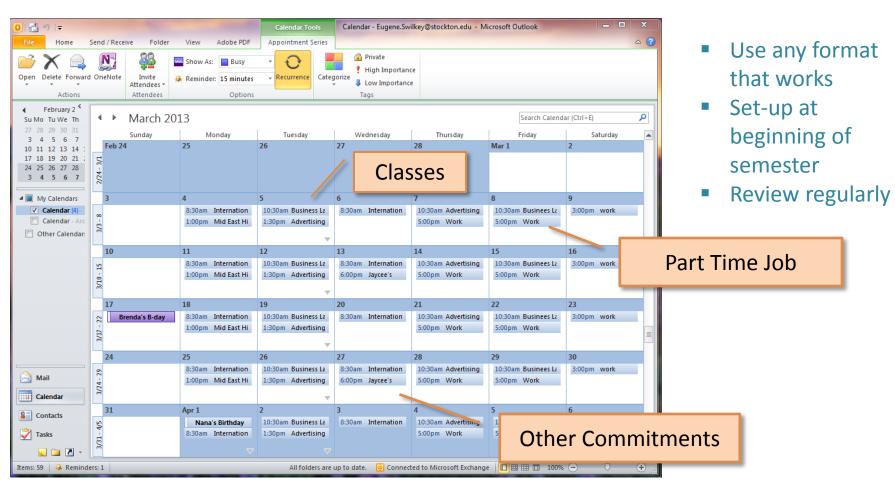
- Find balance between:
 - Academic schedule
 - Social life
 - Time alone

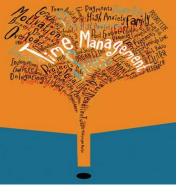




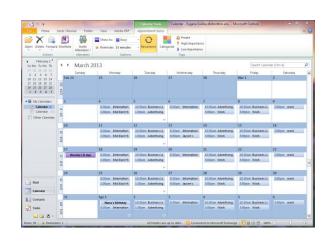


It All Starts With Your Schedule





It All Starts With Your Schedule









The "To Do" List









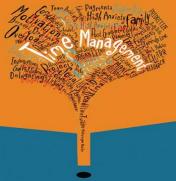




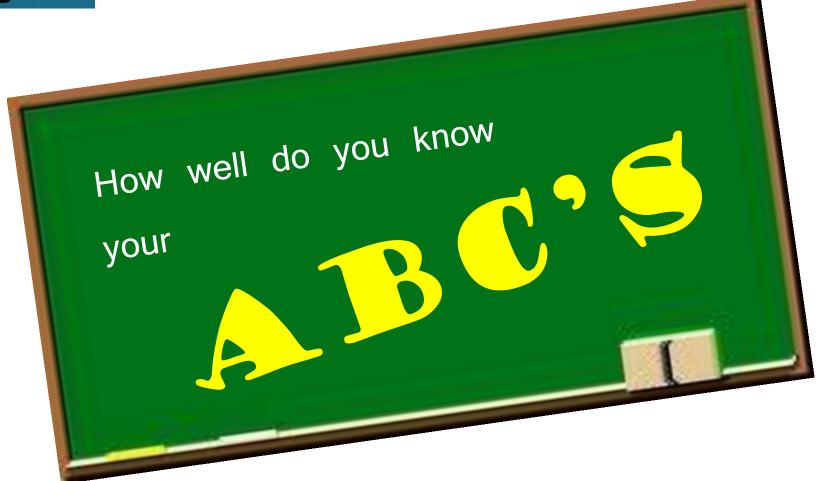


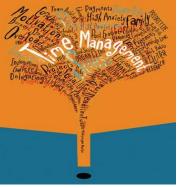
Your "To Do" List

- Make your "To Do" List at the same time each day
- Use a format you're comfortable with
- Fill in preset, mandatory tasks/activities
 - Classes
 - Work
 - Co-curricular activities
 - Dr's appointments, etc.
- Note discretionary tasks/activities
 - Social events
 - Personal tasks (laundry, etc.)
- Prioritize tasks in terms of importance & urgency
 - Use A,B,C method
 - A = important & urgent
 - B = either important or urgent
 - C = neither important or urgent at this time
 - Keep an eye on "C's"



Prioritize, Prioritize....





Which are A's? Which are B's? Which are C's?

To Do List

- Buy laundry detergent. -Write a eight page essay for

 - Prepare for a Biology quiz. English.
 - Dust the videos on the bookcase. - Review for midterm test that

 - counts for 50% of grade. - Schedule an appointment with a
 - Professor.
- Complete a journal entry. - Email a high school friend on
 - - Shop for a new pair of athletic another campus.
 - shoes.
- "Armor-al" the dashboard of the car.



The Big Question

Am I Working My "A's" Off?



Am I Working My "A's" Off? The 80/20 Rule

In any list of tasks, 80% of the importance lies in 20% of the list.

80% of the results

only come from 20% of all stuff

Note: Economist Vilfredo Pareto identified the 80/20 Rule in 1906



Am I Working My "A's" Off

Do I Have "C" Fever?

"A" LIST

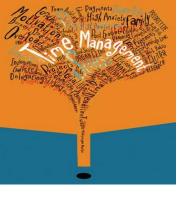
- 1 Midterm test that counts for 50% of grade.
- 2 Write a eight page essay for English.

"B" LIST

- 3 Prepare for a quiz in Biology.
- 4 Schedule an appointment with a Professor.
- 5 Complete a journal entry.

"C" LIST

- 6 Buy laundry detergent.
- 7 Dust the videos on the bookcase.
- 8 Email a high school friend on another campus.
- 9 Shop for a new pair of athletic shoes.
- 10 "Armor-al" the dashboard of the car.



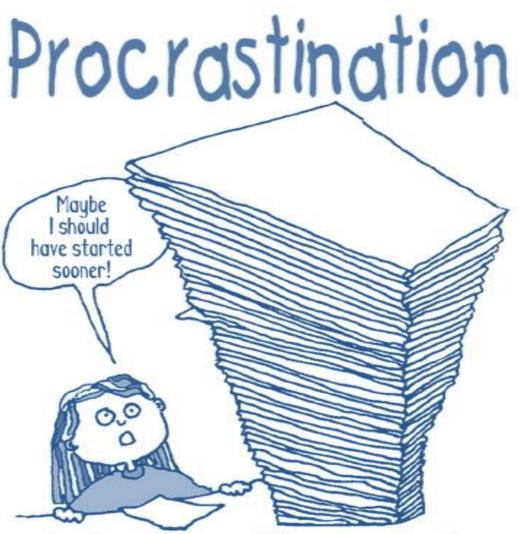
"C" Fever

Have you ever noticed?

- → That the DVD's must be alphabetized before you can settle into reviewing for a test.
- → That the rumpled pile of clothes left in the corner since Thursday night just has to get folded and put away before you can start that English essay.

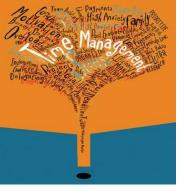
If so, you may be suffering from "C" Fever





the longer you wait the worse it gets

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As the poet Edward Young once said, "Procrastination is the thief of time."

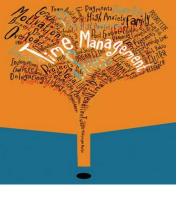




7 Types of Procrastination

- Mañana ("I'll do it tomorrow)
- Contingent Mañana ("I'll do it tomorrow if...)
- Grasshopperism ("I need to have fun beforehand")
- Escapism ("I need to get out of here and clear my head")
- Impulsiveness ("I need to change my major/ my university")
- TV, Music & Reading ("I'll relax and then I'll do it")
- Cavalry to the Rescue* ("Tomorrow will be a snow day and class will be cancelled")

^{*}not a common excuse in Florida, of course



Are You a Procrastinator?



- It is estimated that 80%-95% of college students engage in procrastination
- Approximately 75% consider themselves procrastinators



Why Do We Procrastinate?

- Don't know where to start
- To avoid an unpleasant task
- Waiting for more information
- Fear of failure
- Lack of interest
- Too many distractions
- No sense of priorities
- Seems too difficult
- Need to be perfect





Overcoming Procrastination

- Don't plan to procrastinate
- Break work down into small components
- Start with things you dislike
- Set reasonable standards
- Set early deadlines & make them known
- Work with s friend/study group
- Get help on difficult tasks
- Start small
- Reward yourself





Is The Jar Full?

Stephen Covey in his book, First
 Things First, shares the following story experienced by one of his associates:

I attended a seminar once where the instructor was lecturing on time. At one point, he said, "Okay, time for a quiz." He reached under the table and pulled out a wide-mouthed gallon jar. He set it on the table next to a platter with some fist-sized rocks on it. "How many of these rocks do you think we can get in the jar?" he asked.





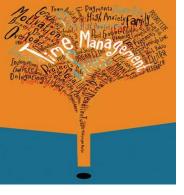
•After we made our guess, he said, "Okay. Let's find out." He set one rock in the jar . . . then another . . . then another. I don't remember how many he got in, but he got the jar full. Then he asked, "Is this jar full?" Everyone looked at the rocks and said, "Yes."





•Then he said, "Ahhh" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar and the gravel went in all the little spaces left by the big rocks. Then he grinned and said once more, "Is the jar full?"





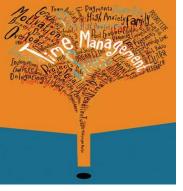
By this time the class was on to him. "Probably not," we said. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all of the little spaces left by the rocks and the gravel. Once more he looked and said, "Is this jar full?" "No!" we roared.





•He said, "Good!" and he grabbed a pitcher of water and began to pour it in. He got something like a quart of water in that jar. Then he said, "Well, what's the point?" Somebody said, "Well, there are gaps, and if you work really hard you can always fit some more things into your life."





"No," he said, "that's not really the point.

The point is this:

Put the Big Rocks in First





Wrapping Up

- Know your schedule
- Make your To Do List daily
- Be specific about tasks & obligations
- Prioritize
- Plan for down time
- Watch your "LQ"
- Review & revise
- Take care of the Big ROCKS

